



University of  
**Southern  
Queensland**



9 April 2025

# Supplier Questionnaire

# Contents

<b>1.</b>	<b>Preamble</b>	<b>2</b>
	Why has this questionnaire been developed?	2
	How should this questionnaire be used?	2
	Who should use the questionnaire?	2
	How will information from the questionnaire be used?	2
	Where can I get further information?	2
<b>2.</b>	<b>Supplier Information</b>	<b>3</b>
	Supplier Contact Details	3
	Supplier Address (registered office)	3
	Mailing Address (if different to above)	3
	Other Locations (if applicable)	4
	Entities Owned or Controlled by the Supplier (if applicable)	4
<b>3.</b>	<b>Questionnaire</b>	<b>5</b>
	Aboriginal and Torres Strait Islander Business	5
	Social Objectives	5
	Small to Medium Enterprise	5
	Ethical Supplier Threshold	5
	Modern Slavery	6
	Further information	7

# 1. Preamble

## Why has this questionnaire been developed?

This questionnaire has been developed to help the University assess suppliers' policies and practices, their alignment with the [Queensland Procurement Policy](#) and ethical, social and environmental objectives.

## How should this questionnaire be used?

This questionnaire will be provided to existing and prospective suppliers to gain an understanding of the supplier's operations. This includes their approaches to addressing modern slavery risks and identifying where suppliers meet Queensland Procurement Policy objectives. These questions may also be integrated into tender processes and evaluation criteria. Suppliers are only requested to respond to an initial request or where the circumstances have changed for the supplier.

## Who should use the questionnaire?

The questionnaire is designed to be used by University staff both when undertaking future procurements and contract management activities. This includes assessing modern slavery risks in existing contracts which are not procurement in nature.

## How will information from the questionnaire be used?

The responses to this questionnaire are confidential and will be handled in accordance with the University's [Privacy Policy](#). Aggregated deidentified summaries may be shared through the annual submission of the University's Modern Slavery Statement and reporting frameworks outlined in the Queensland Procurement Policy.

## Where can I get further information?

For further information, please contact the University's Procurement team via phone: +61 7 4631 2579 or email: [Procurement.Enquiries@unisq.edu.au](mailto:Procurement.Enquiries@unisq.edu.au)

## 2. Supplier Information

### Supplier Contact Details

<b>Supplier Name</b>	
<b>Australian Business Number</b>	
<b>Australian Company Number</b>	
<b>UniSQ Supplier Number</b> (if known) (refer to past purchased orders if possible)	
<b>Sector/Industry</b>	
<b>Supplier Contact Name</b>	
<b>Supplier Contact Email</b>	
<b>Supplier Contact Phone</b>	
<b>Questionnaire Date</b>	

### Supplier Address (registered office)

<b>Street Number</b>	
<b>Street Name</b>	
<b>Suburb</b>	
<b>Post Code</b>	
<b>Country</b>	

### Mailing Address (if different to above)

<b>Street/Post Office Box Number</b>	
<b>Street/Post Office Name</b>	
<b>Suburb</b>	
<b>Post Code</b>	
<b>Country</b>	

### Other Locations (if applicable)

Street Number	
Street Name	
Suburb	
Post Code	
Country	

Street Number	
Street Name	
Suburb	
Post Code	
Country	

### Entities Owned or Controlled by the Supplier (if applicable)

Business Name	
Australian Business Number	
Australian Company Number	
UniSQ Supplier Number (if known) (refer to past purchased orders if possible)	
Sector/Industry	

Business Name	
Australian Business Number	
Australian Company Number	
UniSQ Supplier Number (if known) (refer to past purchased orders if possible)	
Sector/Industry	

### 3. Questionnaire

#### Aboriginal and Torres Strait Islander Business

Is the supplier classified as an [Aboriginal or Torres Strait Islander business](#)?

☐ Yes

☐ No

#### Social Objectives

Is the supplier classified as a [social enterprise](#)?

☐ Yes

☐ No

#### Small to Medium Enterprise

How many employees are employed by the organisation?

☐ Less than 20

☐ 20-200

☐ More than 200

#### Ethical Supplier Threshold

The Ethical Supplier Threshold outlines the wage and entitlement standards expected of suppliers who wish to do business with the University. In order to comply with the Ethical Supplier Threshold, the supplier warrants that:

From 1 August 2019, it **has not**:

1. Contravened a civil remedy provision of Chapter 2 or Chapter 3 of the [Fair Work Act 2009](#) (Cth) or committed an offence against the Fair Work Act.
2. Contravened a civil remedy provision of Chapter 2, 3, 4, 5 or 7 of the [Industrial Relations Act 2016](#) (Qld), or committed an offence against the Industrial Relations Act, or failed to pay employment related levies, or other payments established under Queensland legislation.
3. Failed to make superannuation contributions on behalf of employees in accordance with law.
4. Purported to treat employees as independent contractors, where they are not.
5. Required persons who would otherwise be employees to provide an Australian Business Number so that they could be treated as independent contractors.
6. Engaged persons on unpaid work trials or as unpaid interns, where they should be treated as employees.
7. Entered into an arrangement for the provision of labour hire services with a person who is not licensed under the [Labour Hire Licensing Act 2017](#) (Qld), or a supplier who is an unlicensed provider under the Act.
8. Paid employees wages below those provided for in an applicable modern award.

Does the supplier comply with the Ethical Supplier Threshold?

☐ Yes

☐ No

## Modern Slavery

Is the supplier required to report under the <a href="#">Modern Slavery Act 2018</a> (Cth)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No, but we voluntarily submit a report
	<input type="checkbox"/> No	<input type="checkbox"/> I don't know
Does the supplier have any written policies or procedures relating to modern slavery, human rights, ethical trading, code of conduct, whistleblowing or complaints management?	<input type="checkbox"/> Yes – Please specify:	<input type="checkbox"/> No
Has the supplier and its related entities implemented a due diligence process to identify potential risks of modern slavery in its operations and supply chain?	<input type="checkbox"/> Yes – Please specify:	<input type="checkbox"/> No
Has the supplier identified any high risks within its operations or supply chain?	<input type="checkbox"/> Yes – Please specify:	<input type="checkbox"/> No
Has the supplier implemented controls or remediation processes to mitigate the risks of modern slavery in its operations and supply chains?	<input type="checkbox"/> Yes – Please specify:	<input type="checkbox"/> No
Does the supplier have a process for assessing the effectiveness of its actions, controls or remediation processes to address modern slavery risks?	<input type="checkbox"/> Yes – Please specify:	<input type="checkbox"/> No
Have there been any reports of modern slavery in the supplier's operations or supply chains?	<input type="checkbox"/> Yes – Please specify:	<input type="checkbox"/> No
How much visibility does the supplier have over its supply chain?	<input type="checkbox"/> Developing – You have identified major Tier One suppliers and have a very limited or no visibility of supply chain	<input type="checkbox"/> Moderate – You have identified major Tier one suppliers and have partially or fully mapped the supply chain
	<input type="checkbox"/> High – You have mapped out the full supply chain	<input type="checkbox"/> I don't know

**Please list the countries where your organisation operates or has supply chains.**

**Please provide any additional comments or information including a copy of the organisation's most recent Modern Slavery Statement (if applicable).**

### **Further information**

If you wish to provide any further information, details can be recorded below.






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